



S A E E
The Southern African Association for Energy Efficiency (SAEE)

Board Meeting

Minutes

Venue: Browns of Rivonia
 Date: 15 April 2011
 Time: 13:00

AGENDA ITEM	
1. Opening and Welcoming	
Prof. LJ Grobler welcomed everyone to the meeting	
2. Attendance and Apologies	
Present	Prof. LJ Grobler Karel Steyn Lisa Reynolds Sydney Zeederberg Tsakani Mthombeni Hope Nga Mashele Edith Kikonyogo (MIEO Chairperson) Sandra du Preez (MIEO) Erika Kruger (SAEEC) Marietjie Kruger (Financial) Danielle Badenhorst (SAEE)
	Lj.grobler@nwu.ac.za karel.steyn@eskom.co.za lisa.reynolds@saint-gobain.com sydney.zeederberg@sasol.com tsakani.mthombeni@tia.org.za hope.nga.mashele@gmail.com Edith.Kikonyogo@za.abb.com mieo@sae.org.za convention@sae.org.za admin@sae.org.za info@sae.org.za
3. Personalia	
Tsakani Mthombeni was congratulated on new baby girl and everyone wished him luck with his transfer to Technology Innovation Agency. Edith Kikonyogo was introduced to the board as the MIEO Chairperson and shared some of her views with the members. Erika congratulated Marietjie with her engagement and welcomed Danielle to the SAEE team. Lisa Reynolds will visit India the first week in May and visit a meditation clinic.	
4. Finalising of Agenda	
The Agenda was accepted and no points were added.	
5. Acceptance of previous minutes	
The minutes from the Annual General Meeting in 2010 were accepted by Lisa Reynolds and seconded by Sydney Zeederberg. Prof. LJ mentioned that future minutes should include email addresses for the attendees.	
6. SAEE Membership Report	Action
SAEE Membership Report: Danielle gave the report on the current member status and mentioned that the lower number of members are due to members written off who have not paid their membership fee in three years or have indicated that they do not want to renew their membership for 2011 (See document 1). Karel indicated his concern about the numbers not reflecting what is happening in the industry. Danielle is to send out a list of all current corporate members including contact person and contact numbers (See document 2 attached). Karel suggested that the benefits for the members be reviewed. He added that members have to perceive value and have to see membership as essential.	<ul style="list-style-type: none"> •Danielle to send out list of current Corporate Members •Membership benefits to be revised •Explore social networks as communication •Explore electronic payment options for membership payments and renewals
<ul style="list-style-type: none"> • Ideas regarding benefits and processes: <ul style="list-style-type: none"> ○ Breakfast or evening function for Corporate and potential clients (Erika) ○ A Wall for comments and testimonials on website (Tsakani). ○ Communication through social networking (Prof. LJ) ○ Electronic renewal and payment for membership (Tsakani) ○ Loyalty returns linked to SAEE Membership and members receive a card (Hope) 	

<ul style="list-style-type: none"> ○ Discount for group delegates (Hope) ○ Discount to additional members of Corporate Company (Karel) ○ SAE Membership required in order to keep qualification up to date (Prof. LJ) <p>Danielle explained that there is already such a service, Virtual Card Service, in place but in an expensive manner of payment. The SAE will investigate possible payment options. Tsakani enquired about the Tax certificate in order for the member to use tax rebates as having donated money to a not-for-profit organisation. Karel expressed that there has to be a limit for the number of members included in the Corporate Member. It was decided that there should be 10 members included under the Corporate Membership. Hope mentioned that to be a member of an association is one of the requirements for a CEM course.</p> <p>SAEE Member Profile Update: Danielle explained that a profile update was conducted. See the results (Document 3) of the 69 (24.2%) of the respondents statistics. The profile update will run until end of April after which each outstanding member will be contacted directly. Tsakani requested that a survey should be conducted in order to determine in which sectors the various corporate members are.</p>	<ul style="list-style-type: none"> ● A survey to be conducted to determine Membership sectors
7. SAEEC 2011	
<p>Convention: Erika presented a full report on the Annual Convention.</p> <ul style="list-style-type: none"> ● Confirmation of date and venues: Emperors Palace, Gauteng. 16-17 November 2011. Theme will be Black or Bright and is used for all marketing material and received great response. ● International involvement: Erika referred to Prof LJ's statement regarding the involvement of the IEEE in the SAEEC and explained that the Convention was now being marketed internationally. ● Registration and fees: An escalation of 10% to the prices was introduced but it is still a relatively inexpensive convention to attend. Two paid delegates have been registered. ● Exhibitors: 1 523 companies in the energy industry have been identified as possible exhibitors. 13 out of 45 Exhibitor stands were sold (3 new companies). The exhibitors up to date are: Alpha Power Solutions, Nymezela Group, Emergent, Microtech Pty Ltd, Snappy Chef, Eskom, Energy Cybernetics and IST Otokon. <p>Tsakani suggested that the IDC be contacted regarding a stand at the SAEEC. Karel added that Deloitte and Touche be approached regarding the SAEEC. Erika mentioned that she is speaking to the IDC as a sponsor and Tsakani offered assistance in this matter. Hope invited Erika to set up a meeting in order to discuss the involvement of the DoE at the Convention. Erika will contact each Board Member in order to get the information regarding chair sessions.</p> <ul style="list-style-type: none"> ● Technical Program Committee: Committee consists of 4 members and 3 co-members: Dr Willem den Heijer, from University of North West, SA (chair person); Prof Ernst Uken, from University of Cape Town; Mr Thomas Kraneis, CEO of Lahmeyer International in Germany and a member nominated by the IEE. The co-members who will be responsible to provide specialised technical knowledge and support, if needed. Co-members are: Lisa Reynolds; Dr Tsakani Mthombeni and Mr Karel Steyn. ● Endorsements: 9 endorsements have been secured for the SAEEC2011 which covers a comprehensive area of the energy efficiency spectrum. The endorsers are: 1)NEEA – National Energy Efficiency Agency 2)SAIEE – South African Institute of Electrical Engineers 3)SAIMECH – South African Institution for Mechanical Engineering 4)IEEE PES – IEEE Power and Energy Society of South Africa 	<ul style="list-style-type: none"> ● Deloitte and Touch be approached for sponsorship ● Erika to set up meeting with Hope regarding DoE involvement ● Erika to contact all Board Members regarding chair sessions.

- 5) SAAEs – South African Association for Energy Services Companies
- 6) AEE – Association for Energy Engineers (America)
- 7) GBCSA – Green Building Council of South Africa
- 8) SESSA – Sustainable Energy Society of Southern Africa
- 9) SAAEA – Southern African Alternative Energy Association
 - The Department of Energy (DoE) has been approached for an endorsement. Bi-weekly follow-ups over the past 3 months have not been fruitful, however, it has not been rejected and is still 'being processed' according to the spokesperson of the Minister's office.
 - The SAIMC (South African Institute for Measurement and Control) has been approached for possible co-operation within the Measurement and Verification sector of energy efficiency. Our relevance will be monitored throughout the year for possible endorsement in 2012.

- **Media and Marketing:** The value of media at this stage can be estimated as: R233,690-00 with the SAEEC2011's commitment being R50,580 = a total of R183,110-00 (compared with 2010's R109,845-00 net value). The readership and circulation numbers of the new magazines are not available as yet to determine the extent of the advertising campaign. Each advertisement sent out has a quote that will be requested upon registration in order to determine which media are most effective.

The new Media Partnerships for SAEEC2011 include:

- 1) Housing in SA: Focus on renewable energy and the commercial and building industry
- 2) Sparks Electrical News: Sent not only to electricians but a lot of corporations and has a very high response rate.
- 3) Walls & Roofs: Renewable energy and green building techniques.
- 4) SA Mechanical Engineer: the SAIMEchE mouthpiece.
- 5) Architect and Specificator: Besides architects, all the consultants, specifiers of building and automation products.

The Media Partnerships renewed for SAEEC2011 include:

- 6) Electricity+Control
- 7) WattNow
- 8) 25degrees in Africa
- 9) Energise
- 10) Vector

- **CPD Accreditation:** Erika was proud to mention that the SAIEE has provisionally validated the SAEEC2011 for 2 CPD credits under the validation no. SAIEE-0611-V, in accordance with ECSA.

Karel mentioned that in order to add value the presentations of the speakers can be sold through the online bookstore.

Banquet:

- **Confirmation of date and venue:** Emperors Palace, Gauteng. 16 November 2011. Theme will be Black and White and is linked to SAEEC2011 theme. Master of Ceremonies will be Joey Rasdien.
- **Energy Awards and Hall of Fame:** The Annual Award Nominations has opened on 1 April 2011 and the SAEE already received two nominations, one for Energy Company of the Year and one for Energy Project of the Year. Prof. LJ urged the Board to push for nominations on the Hall of Fame. Danielle gave feedback on the 2010 winners:

1. Energy Newcomer of the year
Electrawinds – Powered by Nature.
2. Energy Company of the year
Kayema Energy Solutions
3. Excellence Award
AngloGold Ashanti
Ian Ernest Hall of Fame
Prof. Nico Beute

8. Media Relations

Danielle reported that Yolanda de Lange, former editor of Energy and Control and Media Relation Manager of SAEE, is doing excellent work.

- **Newsletters:** A total of 8 electronic newsletters have been produced and sent out since the new newsletter format was introduced:

2010: July, August, September, October, November/December

2011: January, February, March

To enhance the cost effectiveness of the newsletters many of the articles within the newsletters have been re-used and distributed to the various media: technical magazines, newspapers, other electronic newsletters.

- **Press Releases:** A total of 21 press releases were sent out (see list attached as Document 4) and a total of 7 articles have appeared, written from papers presented at the SAEE2010. It has been placed in the industry specific magazines that are listed below:

- 1.1 25 degrees in Africa
- 1.2 WattNow
- 1.3 Simply Green
- 1.4 Commercial and Industrial Property News
- 1.5 Mechanical Technology
- 1.6 Chemical Technology
- 1.7 Electricity+Control

9. SAEE Chapters

MIEO
Sandra du Preez

Sandra reported that Witbank seminar, hosted on 14 April 2011, had a total of 30 paid delegates.

- **Dates and Venues:** The dates for the next seminars are as follow:

Event	Place	Venue	Date
Seminar	Witbank	Protea Hotel	14 April 2011
Seminar	PE	Radisson Blue Hotel	4 May 2011
Seminar	Midrand	Eskom College, Ian McRae Auditorium	21 June 2011
Seminar	Durban	Southern Sun Elangeni	20 July 2011
Part of ICUE	Cape Town	Lagoon Beach Hotel	15 – 17 August 2011
Seminar	Polokwane	Meropa Casino	27 September 2011
Seminar	Rustenburg	Orion Safari	18 October 2011

- **MIEO Cycle:** New cycle started in 2011. A new topic HVAC will also feature in the new cycle. All presentations were revised. Several Chapter members decided not to participate in the new cycle mostly because they do not have the personnel or because of time constraints. All the slots were filled again with new members: Schneider Electric (VSD drives), Power Optimisa (Voltage Power Optimisation), Metso (material Handling) and Actom (HVAC).

- **Media:** Eskom contracted Magna Carta, a media company, to handle the media on their behalf for the MIEO seminars. The media invites and publicity motivations are already in progress.

- **Website:** Sandra was proud to mention that a new website is in the process and will be live by the end of April.

Prof. LJ raised his concern regarding MIEO distancing from SAEE. He explained that the MIEO is aligned with the SAEE. Karel mentioned that the MIEO presentations should also be sold through the SAEE Bookstore with a possible log-in system for the delegates who attended to access the presentations.

- MIEO and SAEE to revise working relationship

CMVPSA Karel Steyn	Karl gave a full report regarding CMVPSA (see document 5). He mentioned that CMVPSA's main focus is training and the first training will be held later in April. There are two new additions to the CMVPSA Board namely Andrea Barausse and Edward Volek.	
10. Board Elections		
Danielle explained that the 2010/2011 board term expires and that it is once again time for board elections.		•Danielle to contact all Board Members regarding Board Elections
<ul style="list-style-type: none"> • Constitution states: "Members of the Board shall be elected every second year by ballot of which 50% of the members shall remain for another two-year term." Board members, who have served one term, may indicate their term extension without going through the nomination and voting process. Board members who have served two continuous terms, should they choose to renew another term, have to be nominated and go through the voting process again. • Board Members' status: Board members to nominate again and go through voting process: Karel Steyn and Lisa Reynolds Board Members to issue a renewal notice in case of extending term: Prof. LJ Grobler, Dr. Tsakani Mtombeni, Hope Nga Mashele, Sydney Zeederberg. 		
11. Financial Report		
Prof. LJ reported that the financial audit process is still busy and that the statements will be available for the next board meeting. A Budget containing the SAEE, SAEEC and MIEO was presented as well as the total financial status (Document 6 and 7). Marietjie explained that all the debtors for 2010 was contacted and mentioned that all the members were invoiced for the new year. Marietjie added that a possible R24 000 may be written off from SAEEC. Sandra insured Tsakani that the outstanding debtors for MIEO 2010 did not contain the delegates from the Witbank seminar 2011.		
12. General		
Road shows	Prof. LJ suggested a point of thinking about taking the Road Shows across boarder in 2012 to Botswana, Namibia or Zambia. Karel mentioned that this is an excellent time to do that as Eskom is starting to open the path in order to do that. Erika suggested that the SAEE partner with Eskom with this project.	•Road shows across South African boarders to be considered.
Bookstore	Prof. LJ explained that the Bookstore is a service the SAEE provides. He mentioned that many of the same titles can be obtained through Amazon.com and Kalahri.net for nearly the same price. He suggested that the Bookstore remain open, the current stock be sold but the work intensity be reduced.	
Website statistics	The SAEE and SAEEC's website statistics are shown on the document attached (Document 8).	
13. Next Meeting		
Board Meeting	An overall positive reaction towards format of board meeting as appose to Skype or Teleconferencing. Next Meeting: Date and Venue to be confirmed. Meeting will start at 12:00. Sydney suggested that there must be an hour for discussion on membership benefits. Erika explained that the SAEE team is not always informed of the technical terminology used and that a work session must be held in order to determine how certain tasks can be completed.	•Next Board meeting to have an hour discussion on Membership Benefits
AGM	Date and venue: Emperors Palace, Gauteng. 15 November 2011.	
14. Meeting Adjourned		